

## **7113 - SOCIAL WORKER**

### **NATURE OF WORK**

This is professional social casework of a specialized nature involving services to persons who are mentally and/or emotionally retarded, in a program of training for independent living. Employees in this classification perform field and office investigations relative to requests for program services, or to problems with present clients. Work may include responsibility for assisting clients and their relatives in resolving problems and/or conflicts. Incumbents exercise independent judgement in evaluating information and initiating program action, preparing complete case records within the general framework of good casework techniques, existing laws and departmental and program rules and practices. Work is performed under the supervision of the Program Director who reviews work for adherence to standards of social casework and program requirements, through personal conferences and analysis of case records, and who provides assistance in resolving problems resulting from conflicting philosophies, novel cases, or involving potential danger to client(s) and/or the facility.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Reviews referral forms of prospective clients, initiates intake interview and acceptance documentation.  
Prepares documents related to incoming and outgoing referrals/interviews and assesses students to confirm to performance levels.  
Counsels with individual clients or groups.  
Attends staff meetings, consultations, workshops, conferences and parents meetings.  
Records all contacts with each client and/or client's significant others on client's agency case notes. Confers with Program Director.  
Provides feedback regarding client's progress to family members, staff, caretakers.  
Provides first aid, as needed.  
Conducts family/client intervention sessions, as needed  
Performs job search activities and provide job development opportunities.  
Plans and implements special events.  
Acts as courier for staff to pick up and deliver items, as required.  
Provides referral services to community resources such as vocational rehabilitation.  
Teaches sexual awareness and strategies for healthy living.  
Provides orientation/training to program volunteers.  
Visits families of clients to resolve conflicts.  
Dispenses over-the-counter medication.  
Transports clients to other community agencies such as vocational rehabilitation, police department, physician's offices, etc.  
Visits other program facilities to observe programs, methods, organization and materials for curriculum.  
Confers with teachers, support coordinators and other staff regarding progress of clients.  
Assists supervisor supervising subordinate staff in order to provide quality program for the clients served.

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Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of social casework theory and practice.

Knowledge of interviewing and counseling techniques

Knowledge of community health, mental health, welfare, and other resources.

Knowledge of environmental and psychological factors resulting in the dependency of persons.

Some knowledge of medical diagnosis and treatment terms and procedures.

Ability to recognize and evaluate symptoms of common mental and physical illnesses and make appropriate referrals for treatment when indicated.

Ability to establish and maintain effective professional relationships with clients, staff, and with personnel in other community agencies and the general public.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to maintain required records.

Ability to prepare correspondence and comprehensive reports.

### **MINIMUM REQUIREMENTS**

Graduation from an accredited College or University with a Master degree in Sociology, Psychology or Human Relations, with some experience as a social caseworker working with mentally and/or emotionally retarded clients. Experience can substitute for education on a year-for-year basis. Experience can substitute for education on a year-for-year basis.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

### **SUPERVISION RECEIVED**

General and specific assignments are received from the Project Director. Work is performed with considerable latitude for use of independent Judgement, and is reviewed through periodic conferences and review of case records and reports.

### **SUPERVISION EXERCISED**

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None.

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